

# Service Contract Addition

Please type or print information clearly

Purchasing Department, Building 1050  
Equipment Maintenance: 301-846-5040 or 301-846-5642; Fax: 301-846-6154  
E-mail: [ncifredem@nih.gov](mailto:ncifredem@nih.gov)

Please read the guidelines provided on page 2 of this form before completing the form. The following information is required. If any information is not provided, your request will be returned without action. The individual signing this request must have signature authority for the center number that will pay for the service contract. If the item is part of an equipment system, all accessories must be listed. When adding a copier, include the estimated number of copies per month. Attach any paperwork/quotes provided by a vendor.

## Contact Information

1. First Name	2. Last Name	3. E-mail	4. Telephone	5. Fax	6. Vendor Quote Number	7. Total Cost
---------------	--------------	-----------	--------------	--------	------------------------	---------------

## Approver Information

8. First Name	9. Last Name	10. Title	11. Center Number	12. Signature	13. Date
---------------	--------------	-----------	-------------------	---------------	----------

## Equipment Information

14. Decal Number	15. Description	16. Manufacturer	17. Model Number	18. Serial Number	19. Location (Bldg./Rm.)	20. Requested Start Date	21. Service Contract Vendor	22. Econ Life	23. Cost

**Service Contract Addition**

Please type or print information clearly

14. Decal Number	15. Description	16. Manufacturer	17. Model Number	18. Serial Number	19. Location (Bldg./Rm.)	20. Requested Start Date	21. Service Contract Vendor	22. Econ Life	23. Cost

# Service Contract Addition – Guidelines and Instructions

## PLEASE READ BEFORE COMPLETING THE SERVICE CONTRACT ADDITION (SCA) FORM

### Equipment Service Maintenance Agreement (SMA) Guidelines

An SMA must create a clear service and provide technical or financial advantages for the end user or the facility. Examples of the type of equipment for which an SMA would be beneficial:

- Equipment that requires a consistent response time, as in production/manufacturing situations or patient-related research;
- Equipment that requires calibration and/or certification;
- Equipment in high-risk areas;
- Equipment that is heavily used;
- Equipment that requires a high volume of programmed maintenance or repair;
- Equipment that has an exclusive servicing vendor; or
- Equipment that is relatively new technology.

SMA's are not generally established for the following:

- Equipment that is routinely serviced and maintained by the Facilities Maintenance and Engineering Department;
- Equipment in an area with multiple pieces of the same equipment, which can be used during extended down time without significant impact;
- Equipment with solid low-maintenance histories;
- Equipment that can be maintained in a timely and economical fashion by local vendors; or
- Equipment that is low-cost and more easily replaced than maintained.

### Instructions

1. Enter the first name of the point of contact for the equipment.
2. Enter the last name of the point of contact for the equipment.
3. Enter the e-mail address of the point of contact for the equipment.
4. Enter the telephone number for the point of contact for the equipment.
5. Enter the fax number for the point of contact for the equipment.
6. Enter the vendor quote number, if applicable.
7. Enter the total cost of the service contract (if known).
8. Enter the first name of the individual authorizing the service contract.
9. Enter the last name of the individual authorizing the service contract.
10. Enter the title of the individual authorizing the service contract.
11. Enter the center number to which the service contract will be charged.
12. Provide the signature of the individual authorizing the service contract.
13. Enter the date the form was signed.
14. Enter the property decal number of the item/equipment requiring a service contract.
15. Enter a description of the item/equipment.
16. Enter the name of the manufacturer of the item/equipment.
17. Enter the model number of the item/equipment.
18. Enter the serial number of the item/equipment.
19. Enter the location of the item/equipment, including the building and room numbers.
20. Enter the requested start date for the service contract.
21. Enter the name of the vendor providing the service contract.
22. Enter the useful economic life for the equipment (in months or years, as provided by the vendor or manufacturer).
23. Enter the cost for each line item.